

**Town-Owned Property Management Board
Georgetown, Maine**

Minutes of Meeting—January 15, 2010

The Town-Owned Property Management Board (“TOPMB” or the “Board”) met at the Town Office at 4:00 pm. Present were Board members: Myrick Freeman, Chairman; Bruce Blessington; Bronwen Tudor.

I. Minutes of November 30 and December 15, 2009 were approved with corrections.

I. Bills approved for payment:

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| • Terry Ross for decking and ladders at wharf | \$954.42 |
| • State of Maine, Submerged Lands lease | 150.00 |
| • Atlantic Mechanical for removing, blocking,
and pressure- washing recreational floats | 1,790.00 |

II. Routine Wharf Maintenance Projects

- The above bill from T. Ross for repairs at the east side of the wharf included a letter explaining what he did. The job has been inspected by Mr. Blessington and Mr. Freeman who found the work excellent.
- Mr. Freeman reported that, following a conversation with Jim Johnston, he asked Mr. Ross to inspect the ladder at the north end of the wharf and make recommendations for its repair or replacement. It was moved, seconded and voted to authorize Mr. Freeman to accept Mr. Ross’s proposal to build a new ladder to the same design used at the east side of the wharf and to replace a 10’ section of hand rail involving the ladder. These repairs are to be undertaken as part of the earlier contract with Mr. Ross on a time and materials basis.

III. Status of Repairs to Todd’s Landing

- On January 11, Mr. Freeman received an email from James Hamilton in behalf of Sheepscot Island Company stating that “SICO agrees to pay the amount of \$572.00 no later than March 31,2010 to assist in completing the scope of work in the estimate dated Nov. 4, 2009” for repairs to Todd’s Landing. Mr. Hamilton requests a written response with the inclusion of a release of liability clause for which the language is specified. The Board directed Mr. Freeman to accept the terms of the agreement and to include in his response a sentence making it clear that any future use of Todd’s Landing by SICO or others engaged in deliveries to MacMahan Island would require prior written permission from the TOPMB.
- It was moved, seconded and voted to authorize Charlie Collins to do the ramp repair work at his previous estimate of \$1144 and to direct him to send a bill for half that amount to the Sheepscot Island Company and the remainder to the Board.

IV. Old Business

- The extension of the wharf lease with Five Islands Lobster Company has been executed and placed on file.
- Mr. Freeman is trying to locate a memo from John Teller, Chair of the Harbor Committee, which he believes was sent in the fall of 2008 a month or so after a joint meeting of the Harbor Committee and the TOPMB. The memo outlined the Harbor Committee's position regarding the appropriate role of the Harbor Master in enforcement of the TOPMB ordinance. Ms. Tudor will review the files given to her by previous Board member Ed Pert for any relevant information.

V. Budget Review for FY 09-10 (July 1, 2009-June 30, 1020)

Mr. Freeman asked Mr. Blessington to prepare a review of actual income and expenses against budgeted amounts for the period ending Friday January 29, 2010 for discussion at the February meeting. Mr. Blessington will also present a revised budget based on 7 month actual and 5 month estimated amounts.

VI. Commercial User Fees

- Invoices need to be sent out for 2010 commercial user fees which are now due in January. This data is on Mr. Blessington's computer and he will organize transfer of the billing process to Ms. Tudor before the end of the month.
- A number of commercial users remain in arrears for 2009 and prior years. Mr. Blessington has spoken to Jamie Pinkham and expects him to make a payment. He has not reached either Brad Moore or Mike Stevens. Ms. Tudor has not contacted Ira Pinkham. Mr. Freeman will again contact Andy King and Brian Kelley. Mr. Freeman asked that Board members make their assigned calls before the February meeting.
- The Board wants to be sure all those in arrears are aware that if payment is not received by June 1, their names will be listed in the TOPMB report to be distributed at Town Meeting.

VII. Wharf Longitudinal Bracing Project

Due to a series of modifications in the original specifications and the cost of cross-bracing replacement which has been added to the project, the bid letter from Wyman-Simpson is not an accurate reflection of the contract now in effect. Mr. Freeman will request a new letter from Wyman-Simpson clarifying the specs and reaffirming the costs agreed to in various letters and emails for the project as modified.

The meeting was adjourned at 5:10 pm.

Respectfully submitted
Bronwen Tudor, Secretary